

**CITY OF HOUSTON
DEPT. OF HEALTH & HUMAN SERVICES
BUREAU OF VITAL STATISTICS**

APPLICANT IDENTIFICATION

1. Birth & Death Records are Not Public Records.
2. Birth & Death Records may be issued only to "Properly Qualified Applicants" who satisfy identification requirements per state law.
3. Relevant State of Texas laws:
Texas Administrative Code, Sec. 181.1
"Identification required of applicant – A picture ID such as a driver's license, state/city/county ID card, student ID, employment badge or card, or military ID; or two documents, without a picture, one of which must bear the signature of the applicant in place prior to submission."
Texas Administrative Code, Sec. 181.1. "Properly Qualified applicant – The registrant, or immediate family member either by blood or marriage, his or her guardian, or his or her legal agent or representative. Local, state and federal law enforcement or governmental agencies and other persons may be designated as properly qualified applicants by demonstrating, a direct and tangible interest in the record when the information in the record is necessary to implement a statutory provision or to protect a personal legal property right."
Penalty Warning: Texas Health and Safety Code: Sec. 195.003: The penalty for knowingly making a false statement on this form (i.e. application form) is a 3rd degree felony and may be punishable with up to 2-10 years in prison and a fine of up to \$10,000.00"

In order to assist applicants in establishing identification requirements the following general guidelines are provided. Two general categories of documents are used to establish the identity of a "Properly Qualified Applicant."

1. Primary Identification – one required.
2. Secondary Identification – two secondary required

Primary Photo Identification: (Unexpired)

1. Texas Dept. of Public Safety Driver License
2. Texas Dept. of Public Safety Identification Certificate (ID Card)
3. U.S. Passport
4. U.S. Citizenship Certificate with photo (naturalization)
5. U.S. Immigration and Naturalization Service document with photo
6. U.S. Military ID Card for active duty, reserve duty or retired personnel with photo.
7. Texas Concealed Handgun License with photo
8. Driver's License or photo ID issued by another state, US territory, District of Columbia or Canadian Province.
9. Current School/College ID with photo and signature of applicant.
10. Current and verifiable employer ID badge with name, photo and signature of applicant.
11. Major bank debit or credit card with photo and signature of applicant
12. Major credit card with photo and signature of applicant
13. Texas Dept. of Criminal Justice Offender ID Card

Secondary Identification:

1. Original or certified copy of a birth certificate issued by the appropriate state bureau of Vital Statistics or equivalent agency.
2. Original or certified copy of U.S. Dept of State Certification of Birth issued to U.S. citizen born abroad
3. Original or certified copy of a court order with full name and date of birth.
4. Original or certified copy of U.S. Military discharge form DD-214 (applicant's born before 1961)
5. Original or certified copy of other state or U.S. government record that states name and date of birth (such as Social Security records)
6. Major bank debit or credit card – Unexpired
7. Original or certified copy of school records with name and date of birth
8. Current, original home owners, life or auto insurance policy
9. Vehicle title with applicant's name
10. Original or certified copy of U.S. military records with applicant's name
11. Texas Hunting or Fishing License - Unexpired
12. Unexpired USA military dependant ID card
13. Original or certified copy of marriage license or divorce decree with applicant's name.
14. Original Voter Registration Card
15. U.S. Social Security Admin. Card – Original only
16. FAA issued pilot's license – Original & Current
17. Texas Driver's License - temporary receipt – photocopy NOT accepted
18. Canceled check with full name, current address.
19. Current lease agreement with name and address.
20. Original court documents with name and address.
21. Tax Return with name and address.
22. Sam's Club Card with photo
23. Hospital discharge papers with name and address.
24. Clinic/Health card
25. Marriage license – original or certified copy.
26. Recent paycheck stub with full name.
27. Utility bill addressed to applicant.
28. Original school transcript.
29. Inmate Visitor Card with photo.
30. Official probation or parole documents.
31. Expired driver's license or ID certificate with photo and signature of applicant issued by another state, US territory, District of Columbia or Canadian Province (w/ recognizable photo)
32. Unexpired foreign government passport
33. Original Consular document issued by state or national government.
34. Medicaid/Medicare Card / Documents

Note: All identification is subject to inspection and approval. The Bureau retains the right to reject identification deemed unacceptable or insufficient. Due to the numerous possible types of identification and supporting documents this list is not intended to be all-inclusive. These guidelines are subject to revision without notice. BVS.App.ID.doc 1/09/2004 (1)